

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

ANGMS 4100

15 January 1989

CHIEF OF SUPPLY

1. **Objective of this Air National Guard Manpower Standard (ANGMS).** As prescribed in AFR 8-10, this ANGMS quantifies the manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume.
2. **Authority.** AFM 67-1 contains USAF and Air National Guard (ANG) policy and procedural guidance for the Chief of Supply work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is a result of a functional review.
3. **Applicability.** This standard applies to all ANG flying units operating a Standard Base Supply System (SBSS). Bases undergoing AFR 26-1 cost comparison studies will be exempt from standards application. This standard does not apply to locations that have completed cost comparisons and remained in-house.
4. **Standard Data:**
 - a. **Classification.** Type III.
 - b. **Approval Date.** 12 December 1988
 - c. **Man-hour Data Source.** Required position IAW AFM 67-1, Vol II, Part II, Sec E, Para 55.
 - d. **Standard Man-hour Equation.** $Y = 1$ (Constant Manpower).
 - e. **Workload Factor.** N/A.
5. **Application Instructions.** This work center requires constant manning of one (1). No other application instructions apply.

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6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operations of this work center.

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2 Attachments

1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Chief of Supply

DIRECT:

1. MANAGEMENT:

1.1. MANAGES SUPPLY ACTIVITY:

1.1.1. DIRECTS AND CONTROLS SUPPLY ACTIVITY. Assigns work and establishes work priority. Authorizes personnel for shift work, overtime work, detail, appointment, leave, pass, and compensatory time. Oversees work in progress to ensure compliance with directive, quality standard, time safety, and security regulation. Ensures supply discipline and care of equipment and facility, and gives verbal instruction to subordinate.

1.1.2. EVALUATES SUPPLY OPERATION. Conducts regular critique of current operation with branch supervisors. Reviews report of and replies to semiannual visit conducted by Procedures, Analysis, and Funds section to determine adequacy of corrective action. Evaluates recommendation on procedural deficiencies or proposed improvements within the standard base supply system (SBSS).

1.2. ANALYZES TREND. Maintains and uses current trend analysis for directing action to improve undesirable conditions in the use of material, financial, and personnel resources.

1.3. DEVELOPS BUDGET ESTIMATE. Provides instruction and guidance. Reviews budget submission, and directs the preparation of the budget requirement for funds, supplies, personnel, equipment, and facilities.

1.4. COORDINATES AND PROVIDES TECHNICAL GUIDANCE. Coordinates with immediate supervisor on normal and exceptional condition affecting subordinate work center. Coordinates with and provides technical logistics guidance to higher headquarters, base and tenant activity, and other organization or agency.

1.5. PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER. Assists subordinate work center supervisor to ensure mission accomplishment and provides advice on administrative and technical matter.

1.6. ATTENDS BRIEFING, CONFERENCE, OR MEETING. Gathers information and organizes reference material. Attends briefing, conference, or meeting.

1.7. RECEIVES AND PREPARES CORRESPONDENCE. Receives and prepares reply to correspondence from outside activity. Approves and signs correspondence prepared by subordinate.

1.8. RECEIVES OFFICIAL VISITOR. Receives inspector and official visitor, answers inquiry, and assists in the accomplishment of their mission.

2. SUPPLY OPERATIONS:

2.1. DIRECTS SUPPLY OPERATION. Ensures category of war readiness material (WRM) managed by the chief of supply (COS) is available, accurately reported, and maintained in a high state of readiness. Ensures accountable record is accurately reported. Monitors free issue/forced credit surveillance listing. Approves or disapproves free issue/forced credit turn-in.

2.2. ENSURES OPERATIONAL STATUS OF EQUIPMENT. During instance of unscheduled communication and/or terminal equipment downtime requiring remedial maintenance, effects prompt coordination with data automation, maintenance engineer, and communications personnel, as appropriate, to return the system to an operational status.

2.3. ENSURES ACCURACY AND TIMELY SUBMISSION OF COMPUTER OR MANUALLY PREPARED REPORT.

2.4. APPROVES/CERTIFIES AUTHORITY FOR INVENTORY ADJUSTMENT.

2.5. MONITORS CUSTOMER AND PROFICIENCY TRAINING. Ensures adequate customer and proficiency training is conducted IAW ANGR 50-010.

2.6. COORDINATES WITH COMPUTER SUPPORT BASE (CSB). Provides the CSB chief of supply with the necessary sales forecast information on stock fund management. Assists the CSB chief of supply in preparation of initial and revised operating program. Negotiates and coordinates with the CSB chief of supply for distribution of that portion of the CSB stock fund operating program provided the satellite. Complies with the policy and procedure of the CSB chief of supply and host command in management of the stock fund.

2.7. APPROVES AUTHORITY FOR BASE LEVEL EQUIPMENT.

2.8. ENSURES VERIFICATION OF NOT MISSION CAPABLE SUPPLY (NMCS). Ensures the existence of NMCS has been verified by the maintenance activity, and the supply mission capability (MICAP) checklist has been completed.

2.9. ACTS AS THE MEDICAL SUPPLY OFFICER.

2.10. ACTS AS THE MUNITIONS ACCOUNTABLE OFFICER.

2.11. ACTS AS UNIT FUELS OFFICER. Monitors fuel product accounting and reporting.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE

WORK CENTER TITLE/CODE

STANDARD APPLICABILITY MANHOUR RANGE

Chief of Supply/FAC 4100

Constant Manpower

AIR FORCE SPECIALITY TITLE

AFSC

GRADE

MANPOWER REQUIREMENT

Supply Mgt Staff Off

6416

CIV

1

TOTAL

1

AIR FORCE SPECIALITY TITLE

AFSC

GRADE

MANPOWER REQUIREMENT

TOTAL